

Agreement No. 2021-10

AGREEMENT

This Agreement is made and entered into this 16<sup>th</sup> day of April, 2020, by and between the Northern Sierra Air Quality Management District, a unified air pollution control district formed pursuant to California Health and Safety Code §40150, et seq. (the "DISTRICT"), and Nevada County Office of Emergency Services (the "CONTRACTOR").

RECITALS:

WHEREAS, on April 16, 2020, after holding a public meeting and considering the recommendations of DISTRICT staff, the DISTRICT Board of Directors approved funding for this project; and

WHEREAS, CONTRACTOR represents that it is willing and able to perform the activities set forth herein.

NOW, THEREFORE, based on their mutual promises, covenants, and conditions the parties hereby agree as follows:

1. PROJECT

CONTRACTOR shall perform all activities and work necessary to complete the project: Green Waste Removal Program to Reduce Smoke Impacts During COVID-19 Respiratory Pandemic, as set forth in the proposal, which is attached hereto and incorporated herein as Exhibit A. CONTRACTOR agrees to furnish all labor, materials, equipment, licenses, permits, fees, and other incidentals necessary to perform and complete, in a professional, the services described herein. CONTRACTOR represents that CONTRACTOR has the expertise necessary to adequately perform the project specified in said Exhibit A.

In the event of any conflict between or among the terms and conditions of this Agreement, the exhibits incorporated herein, and the documents referred to and incorporated herein, such conflict shall be resolved by giving precedence in the following order of priority:

1. The text of this Agreement;
2. Exhibit A to this Agreement; and

2. PERIOD OF PERFORMANCE/TIMETABLE

CONTRACTOR shall commence performance of work and produce all work product in accordance with the work schedule and deadlines for performance identified in Exhibit

A, which is attached hereto and incorporated herein, unless this Agreement is terminated sooner as provided for elsewhere in this Agreement. In addition, the CONTRACTOR shall make arrangements with the DISTRICT to receive Project Guidance training from the DISTRICT for any CONTRACTOR's Program Manager assigned to the project during the term of the Agreement.

The CONTRACTOR shall submit regular progress reports included with invoices as requested by the DISTRICT, detailing the work performed during the current reporting period.

### 3. COMPENSATION

In no event shall the total obligation of the DISTRICT under this Agreement exceed \$182,153 for Exhibit A. Compensation shall be for work completed in accordance with this agreement, starting April 28, 2020, and continuing through the term of this agreement, ending April 28, 2021.

A. PAYMENTS: Advance payments shall not be permitted. The DISTRICT shall reimburse CONTRACTOR monthly (or quarterly), in arrears, after receipt of a reimbursement request that includes all documentation necessary to verify expenses were incurred, and the DISTRICT has approved payment. Reimbursement requests shall be mailed to Northern Sierra Air Quality Management District, Attention: Gretchen Bennitt.

Payment shall be made to CONTRACTOR by the DISTRICT upon submission and evaluation of the CONTRACTOR'S invoice, documentation, and report. Said invoice shall set forth the work completed pursuant to this Agreement, broken down by work tasks. Allowable expenditures under this Agreement are specifically established and included in Exhibit A attached hereto and incorporated herein.

Upon receipt of proper documentation, and verification that CONTRACTOR has satisfactorily completed the work agreed to and for which compensation is sought, DISTRICT will issue payment to CONTRACTOR within thirty (30) calendar days.

The amount to be paid to CONTRACTOR under this Agreement includes all sales and use taxes incurred pursuant to this Agreement, if any. The CONTRACTOR shall not receive additional compensation for reimbursement of such taxes and shall not decrease work to compensate therefore.

Concurrently with the submission of any invoice for payment, CONTRACTOR shall

certify (by providing copies of invoices issued, checks, receipts, or other documentation) that complete payment has been made to any and all subcontractors conducting any portion of the work of this contract.

No administrative costs are to be reimbursed for the work performed. Administrative costs must be borne by outside source funding or provided as "in-kind" contributions. Administrative costs, as used herein, are defined as overhead costs (e.g. salaries and benefits, and services and supplies of the administrative officer(s), legal personnel, maintenance and finance departments; of the governing body; and some secretarial support) that are **NOT** chargeable directly to a specific project or program or operating function, but are charged proportionately to the department or functions that do directly charge to a project or program. Indirect costs include administrative costs. Thus, direct costs for labor charged to a project must not include a portion that is administrative as defined above.

It is understood that all expenses incidental to CONTRACTOR'S performance of services under this Agreement shall be borne exclusively by CONTRACTOR.

**B. Surplus Funds:** Any compensation which is not expended by CONTRACTOR pursuant to the terms and conditions of this Agreement by the project completion date shall automatically revert to the DISTRICT. Only expenditures incurred by the CONTRACTOR in the direct performance of this Agreement will be reimbursed by the DISTRICT. Allowable expenditures under this Agreement are specifically established and included in Exhibit A, attached hereto and incorporated herein.

#### **4. NON-ALLOCATION OF FUNDS**

The terms of this Agreement and the services to be provided there under are contingent on the approval of funds by the appropriating government agency. Should sufficient funds not be allocated, the services provided may be modified or this Agreement terminated at any time by giving the CONTRACTOR thirty (30) days' prior written notice.

#### **5. INDEPENDENT CONTRACTOR**

In performance of the work, duties, and obligations assumed by CONTRACTOR under this Agreement, it is mutually understood and agreed that CONTRACTOR, including any and all of CONTRACTOR'S officers, agents, and employees, will at all times

be acting and performing as an independent contractor and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the DISTRICT. Furthermore, DISTRICT shall have no right to control or supervise or direct the manner or method by which CONTRACTOR shall perform its work and function. However, DISTRICT shall retain the right to administer this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the terms and conditions thereof.

Because of its status as an independent contractor, CONTRACTOR shall have absolutely no right to employment rights and benefits available to DISTRICT employees. CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, itself and save DISTRICT harmless from all matters relative to payment of CONTRACTOR'S employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, CONTRACTOR may be providing services to others unrelated to the DISTRICT or to this Agreement.

6. COMPLIANCE WITH ALL LAWS - CONTRACTOR and DISTRICT shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over the matters which are the subject of this agreement, and contractors shall maintain all necessary permits or licenses for the duration of this agreement.

## 7. TERMINATION

A. Breach of Agreement: The DISTRICT may immediately suspend or terminate this Agreement, in whole or in part, where in the determination of the DISTRICT there is:

1. An illegal or improper use of funds;
2. A failure to comply with any term of this Agreement;
3. A substantially incorrect or incomplete report submitted to the DISTRICT; or
4. Improperly performed services.

In no event shall any payment by the DISTRICT constitute a waiver by the DISTRICT of any breach of this Agreement or any default which may then exist on the part of the CONTRACTOR. Nor shall such payment impair or prejudice any remedy available to the DISTRICT with respect to the breach or default. The DISTRICT shall have the right to demand of the CONTRACTOR the repayment to the DISTRICT of any funds disbursed to the CONTRACTOR under this Agreement which in the judgment of the DISTRICT were not expended in accordance with the terms of this Agreement. The CONTRACTOR shall promptly refund any such funds upon demand.

In addition to immediate suspension or termination, DISTRICT may impose any other remedies available at law, in equity, or otherwise specified in this Agreement.

B. Without Cause: Either party may terminate this Agreement at any time upon giving the other party at least thirty (30) days' advance, written notice of intention to terminate. In such case, the CONTRACTOR shall, subject to paragraph 3, be paid the reasonable value of all services satisfactorily rendered and actual, reasonable costs incurred up to the time of the termination. Upon such termination, all the work product produced by CONTRACTOR shall be promptly delivered to the DISTRICT.

## 8. MODIFICATION

Any matters of this Agreement may be modified from time to time by the written consent of all the parties.

## 9. NON-ASSIGNMENT

Neither party shall assign, transfer, or subcontract this Agreement, nor their rights or duties under this Agreement, without the prior, express, written consent of the other party. CONTRACTOR shall provide a written request to the DISTRICT for consent on any such changes described above. Contractor shall provide to the DISTRICT as much advance notice on developments related to such changes described above as is reasonably possible.

## 10. INDEMNIFICATION

CONTRACTOR agrees to indemnify, save, hold harmless, and at DISTRICT'S request, defend the DISTRICT, its boards, committees, representatives, officers, agents, and employees from and against any and all damages, liabilities, claims, and losses (whether in contract, tort, or strict liability, including, but not limited to, personal injury, death, and property damage) occurring or resulting to DISTRICT which arise from any negligent or wrongful acts or omissions of CONTRACTOR, its officers, agents, subcontractors, or employees in their performance of this Agreement, and from any and all damages, liabilities, claims, and losses (whether in contract, tort, or strict liability, including, but not limited to, personal injury, death, and property damage), occurring or resulting to any person, firm, corporation, or entity who may be injured or damaged when such injury or damage arises from any negligent or wrongful acts, or omissions of CONTRACTOR, its officers, agents, subcontractors, or employees in their performance of this Agreement.

## 11. INSURANCE

A. Without limiting the DISTRICT'S right to indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect the following insurance policies throughout the term of this Agreement:

1. Commercial general liability insurance with minimum limits of coverage in the amount of One Million Dollars (\$1,000,000) per occurrence;
2. Commercial automobile liability insurance which covers bodily injury and property damage with a combined single limit with minimum limits of coverage in the amount of One Million Dollars (\$1,000,000) per occurrence;
3. Workers compensation insurance in accordance with California law.

B. Such insurance policies shall name the DISTRICT, its officers, agents, and employees, individually and collectively, as additional insured (except worker's compensation insurance). Such coverage for additional insured shall apply as primary insurance, and any other insurance maintained by the DISTRICT, its officers, agents, and employees, shall be excess only and not contributing with insurance provided under the CONTRACTOR'S policies herein. This insurance shall not be canceled or changed without a minimum of thirty (30) days' advance, written notice given to the DISTRICT.

C. Prior to the commencement of performing its obligations under this Agreement, CONTRACTOR shall provide certificates of insurance on the foregoing policies, as required herein, to the DISTRICT, showing that the coverage meets all of the requirements described above.

D. In the event CONTRACTOR fails to keep in effect at all times insurance coverage as herein provided, the DISTRICT may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

E. If the CONTRACTOR is a government entity, then it may self-insure such of those risks identified above under the same terms and conditions set forth above.

## 12. AUDITS AND INSPECTIONS

CONTRACTOR shall keep full books and records relating to work required by this contract. CONTRACTOR shall at any time during regular business hours, and as often as DISTRICT may deem necessary, make available to DISTRICT for examination all of its records and data with respect to the matters covered by this Agreement. CONTRACTOR shall, and upon request by DISTRICT, permit DISTRICT to audit and inspect all of such

records and data necessary to ensure CONTRACTOR'S compliance with the terms of this Agreement.

13. NOTICES

The persons and their addresses having authority to give and receive notices under this agreement are as follows:

CONTRACTOR	DISTRICT
Nevada County Office of Emergency Services	Northern Sierra AQMD
Attn: Jenn Tamo	Attn: Gretchen Bennitt, Executive Director
950 Maidu Ave, Suite 130	200 Litton Drive, Suite 320
Nevada City, CA 95959	Grass Valley, CA 95945

Any and all notices between the DISTRICT and the CONTRACTOR provided for or permitted under this Agreement or by law shall be in writing and shall be deemed duly served when personally delivered to one of the parties, or in lieu of such personal services, when deposited in the United States mail, postage prepaid, addressed to such party.

14. POLITICAL ACTIVITY PROHIBITED

None of the funds, materials, property, or services provided under this Agreement shall be used for any political activity, or to further the election or defeat of any candidate for public office contrary to federal or state laws, statutes, regulations, rules, or guidelines.

15. LOBBYING PROHIBITED

None of the funds provided under this Agreement shall be used for publicity, lobbying, or propaganda purposes designed to support or defeat legislation before the Congress of the United States of America or the Legislature of the State of California or any local agency.

16. CONFLICT OF INTEREST

No officer, employee, or agent of the DISTRICT shall have any direct or indirect personal financial interest in this Agreement. CONTRACTOR shall comply with all federal and state conflict of interest laws, statutes, and regulations, which shall be applicable to all parties and beneficiaries under this Agreement and any officer, agent, or



employee of the DISTRICT.

**17. GOVERNING LAW**

This Agreement shall be governed in all respects by the laws of the State of California. Venue for any action arising out of this Agreement shall only be in Nevada County, California.

**18. BINDING ON SUCCESSORS**

This Agreement, including all covenants and conditions contained herein, shall be binding upon and inure to the benefit of the parties, including their respective successors-in-interest, assigns, and legal representatives.

**19. TIME IS OF THE ESSENCE**

It is understood that for CONTRACTOR'S performance under this Agreement, time is of the essence. The parties reasonably anticipate that CONTRACTOR will, to the reasonable satisfaction of the DISTRICT, complete all activities provided herein within the time schedule outlined in the attachments to this Agreement, provided that CONTRACTOR is not caused unreasonable delay in such performance.

**20. DATA OWNERSHIP**

Upon termination or expiration of this Agreement, all data which is received, collected, produced, or developed by CONTRACTOR shall be delivered to the DISTRICT. CONTRACTOR shall be allowed to retain a copy of any non-confidential data received, collected, produced, or developed by CONTRACTOR under this Agreement subject to the DISTRICT'S exclusive ownership rights stated herein. Accordingly, CONTRACTOR shall, if requested, surrender to DISTRICT all such data which is in its possession (including its subcontractors, or agents), without any reservation of right of title, not otherwise enumerated herein.

DISTRICT shall have the right at reasonable times during the term of this Agreement to inspect and reproduce any data received, collected, produced, or developed by CONTRACTOR under this Agreement. No reports, professional papers, information, inventions, improvements, discoveries, or data obtained, prepared, assembled, or developed by the CONTRACTOR, pursuant to this Agreement, shall be released or

made available (except to the DISTRICT) without prior, express written approval of the DISTRICT while this Agreement is in force.

## 21. NO THIRD-PARTY BENEFICIARIES

Notwithstanding anything else stated to the contrary herein, it is understood that CONTRACTOR'S services and activities under this Agreement are being rendered only for the benefit of DISTRICT, and no other person, firm, corporation, or entity shall be deemed an intended third-party beneficiary of this Agreement. All third-party involvement shall relate to a bona fide air quality benefit, otherwise, the third party must be a co-funder, contributing at least a proportionate value for the benefit they are receiving.

## 22. OWNERSHIP OF EMISSIONS REDUCTIONS

All emissions reductions achieved by the project are the property of the DISTRICT. The CONTRACTOR has no legal rights to any emissions reductions credits that may be generated as a result of the project. Emissions reductions from funded projects are not transferable and may not be used as emissions offsets.

## 23. CONTRACTOR'S REPRESENTATION

CONTRACTOR shall present proof of license to do business in the State of California or provide other certification proving the contractor is a legal business entity. Proof shall also be provided showing that the person signing the agreement on behalf of the CONTRACTOR is duly authorized to enter into a binding legal agreement.

## 24. SEVERABILITY

In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be unenforceable in any respect by a court of competent jurisdiction, such holding shall not affect any other provisions of this Agreement, and the Agreement shall then be construed as if such unenforceable provisions are not a part hereof.

## 25. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the CONTRACTOR and DISTRICT with respect to the subject matter hereof and supersedes all previous

negotiations, proposals, commitments, writings, advertisements, publications, and understandings of any nature whatsoever unless expressly included in this Agreement.

IN WITNESS WHEREOF, the parties here to have caused this Agreement to be executed as of the day and year first herein above written.

**CONTRACTOR:**

By: \_\_\_\_\_  
Signing Authority

\_\_\_\_\_  
Print Name and Title (Signing Authority)

Date: \_\_\_\_\_

Tax I.D. No. \_\_\_\_\_

**DISTRICT:**

Northern Sierra AQMD

By: \_\_\_\_\_  
**Air District Board, Chair**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Gretchen Bennett, Executive Director

Date: \_\_\_\_\_

# EXHIBIT A



**Office of Emergency Services**

950 Maidu Avenue, Suite 130

Nevada City, CA 95959

April 10, 2020

Northern Sierra Air Quality Management District  
200 Litton Drive, Ste 320  
Grass Valley, CA 95945

**RE: Green Waste Removal Program to Reduce Smoke Impacts During COVID-19 Respiratory Pandemic**

## **Problem**

Nevada County has an overabundance of vegetation which makes it vulnerable to wildfire for a significant portion of the year. Unfortunately, the high cost of removal of this vegetation remains a significant barrier for many property owners when it comes to fuels reduction. Property owners who want to be good stewards of their land and reduce the threat of wildfire are met with steep fees for disposal at the local transfer stations. Alternatively, residents may choose to dispose of their green waste by burning their material. While burn piles may provide a cost-effective solution for processing this material, it is not an ideal means of disposal as COVID-19 wreaks respiratory havoc across the globe. As coronavirus continues to be transmitted through the community it is imperative that the respiratory impacts of burning be considered. Additionally, as the numbers of COVID-19 positive patients grow and continue to stress the healthcare system, escaped burns could put an even greater burden on first responders.

## **Solution**

Funding from the Northern Sierra Air Quality Management District would make it possible for the County of Nevada, in partnership with the Fire Safe Council, to provide alternatives to mitigate particulate emissions during this respiratory health crisis and reduce the threat of wildfire before summer.

## **Green Waste Disposal Program**

County of Nevada and the Fire Safe Council will provide Nevada County residents access to free residential green waste removal this spring. This program is a partnership with property owners. Residents invest sweat equity in their homes and along their roadways, and the County and Fire Safe Council provide a free means of disposal, one that does not jeopardize air quality.

This year, green waste disposal will be available to property owners for three weeks in spring. Fire Safe Council is partnering with the County of Nevada to provide community disposal at three secure locations in Western Nevada County. This year, the program will provide an opportunity for property owners to pick up free wood chips to help with soil enrichment, erosion control, weed suppression, and moisture retention outside of the first 30 feet from their home per defensible space best practices. In Eastern Nevada County, County of Nevada is coordinating with the Tahoe Truckee Sierra Disposal to offer similar programming. Both the County of Nevada and Fire Safe Council have a history of successfully partnering.

In the spring of 2019, more than 1,000,000 pounds of green waste were collected and the program received widespread positive feedback from the community.

Funding from the Northern Sierra Air Quality Management District would provide resources to more than double the impact of the existing program. Additional funding would allow disposal at 3 community sites, 3 days a week, over 6 consecutive weeks. In terms of green waste disposal for Eastern Nevada County, funding would provide for approximately 5-6 weekends of green waste disposal for property owners. With more than 500 tons collected in Western Nevada County alone last year, we are confident that providing an alternative to burning and expensive transfer station fees would incentivize the community to conduct defensible space clearing around their homes and roadways.

### **Access & Functional Needs Program**

The Access and Functional Needs Program (AFN) assists low-income seniors and disabled persons with creating defensible space at no cost. These individuals are both physically and financially unable to meet the requirements of the County's Hazardous Vegetation Ordinance and are considered at-risk. Individuals applying for service must qualify by documenting their age (>65) or physical disability, by medical doctor, and be under the established low-income criteria for Nevada County as determined annually. Individuals are served on a first-come, first-served basis. Fire Safe Council staff in coordination with licensed contractor crews are utilized to implement defensible space as prescribed by the County's Hazardous Vegetation Ordinance.

Additional funding would provide 15 low income residents with access and functional needs to receive defensible space clearing around their homes. This program has been unfunded for several years, and with 26% of the Nevada County population being 65 years of age and over, we know the need to assist individuals with physical limitations far exceeds existing resources.

### **Defensible Space Chipping Program**

The objective of the defensible space chipping program is to provide drive-by chipping service for residents to incentivize hazardous fuels reductions around homes and roadways. Roughly 75% of Nevada County's roadways are privately maintained and most are severely overgrown with hazardous fuel.

This program is currently supported by a grant which covers the cost of inmate crews who provide the chipping services. The inmate labor crew rate is far below that of hired staff. Due to the coronavirus outbreak, the inmate labor program has been paused, even on essential operations such as wildfire mitigation. This has put the chipping program entirely on hold, as there is not adequate funding to compensate staff at market value. Additional funding from the Northern Sierra Air Quality Management District would provide 15 weeks of free chipping to the community at a critical time this spring, before the arrival of fire season. The chipping crew would work 4 days per week, allocating 1 day per week in Eastern Nevada County.